



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRISON DAIRY SUPERVISOR	29	H	9.530

DEFINITION OF THE CLASS:

Under general supervision of a Prison Industries Supervisor, oversees the operation of a correctional institution dairy, producing and processing milk and milk products for institutional use and sale; manages a dairy herd, including breeding, feeding and caring for a dairy herd of at least 120 head; instructs inmates in the care of dairy cattle and milk processing; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and trains inmates in the operation of a milk processing plant including pasteurization of milk through a heat exchanger which heats the milk to prevent bacteria growth; homogenation of the milk to prevent the milk and butterfat from separating; operation of the milk separator to make sure proper amount of cream is removed from the milk in compliance with State and federal health regulations pertinent to milk processing. Oversees and trains inmates in proper sanitation procedures including proper use and storage of sanitation chemicals in accordance with State and federal health regulations.

Conducts bacteria tests before and after milk production to ensure quality control of product. Determines butterfat content of milk and calculates amount of cream to remove to achieve a 2% butterfat product.

Completes daily processing sheets that records and tracks milk production and product distribution. Prepares product delivery forms and schedules shipping to various State institutions.

Supervises and trains inmates in the care of new-born calves including establishing feeding regimen; ordering proper amount of milk to be held out of the processing room; administering appropriate medications; and tagging, photographing and logging data to ensure the health and well being of the calves.

Supervises and trains inmates in the feeding, milking and care of adult cattle including branding, dehorning, castration and disease detection to ensure the health and well being of bulls, steers, heifers and the milking string.

Maintains and consults breeding, production, culling and heifer selection records in order to track and determine breeding schedules, bull selection, when to dry up a cow and when a cow is no longer productive.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the record systems applicable to dairy management, i.e., milk production, sales and delivery, cattle breeding, feeding and culling. Working knowledge of the State and federal regulations pertinent to milk production and milk processing. General knowledge of the principles and practices of supervision. Working knowledge of inmate custody and security procedures.

Ability to operate a milk delivery truck.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of modern dairy management and practices including the care and milking of a dairy herd; milk processing, storage and sanitation procedures; and transporting dairy products. Working knowledge of bovine health care, disease prevention and treatment. Working knowledge of feed and ration formulation and the nutritional requirements of dairy cattle. Working knowledge of modern cattle breeding methods.

Ability to operate and maintain equipment associated with milk processing plant such as mechanical milkers, coolers, pumps, heat exchangers, homogenizers packaging machines and lab equipment used for bacteria testing. Ability to keep accurate records and prepare simple reports. Ability to direct the work of inmates. Ability to read, interpret and apply State and federal regulations pertinent to milk production and milk processing.

EDUCATION AND/OR WORK EXPERIENCE:

I

Two years of experience in the care and milking of a dairy herd producing milk for sale including operation and maintenance of mechanical milkers and milk processing equipment, one of which was at a supervisory level; OR

II

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.530</u>
REVISED:	1/1/61
REVISED:	10/1/67
REVISED:	7/1/91P
	11/29/90PC